

Becoming a State-Approved Trainer: Tips for Completing the Online Application

These steps are designed to guide you through the online application process to help you submit a thorough and comprehensive application to the Trainer Approval Board. Please be prepared to dedicate some time to completing the online application. You are able to save your work as you go and can complete the application in more than one session.

Before you go online

It is helpful to gather documents before you get started. You will need the following documentation to complete the application:

- Educational documents to complete data on completed degrees and/or coursework. If you have a degree in an ECE or school-age related field, you will also have to specify ECE or school-age credits, which will require listing course descriptions and credit hours.
- A current resume.
- Information on your experience instructing adults, including the organization, dates of experience and number of hours. This can include experience training, coaching, mentoring, instructing, etc... You only need to document the required number of hours for each trainer level.
- Information on your experience working with children and/or youth, including the organization you worked for, start and end dates, job title and number of hours per week. You only need to document the required number of hours for each trainer level.
- A sample training plan and notes to help you complete the Professional Development Unit Example.

Completing the application

You will need a STARS ID to access the trainer applications. If you do not have a STARS ID, please register in MERIT and complete a STARS ID application before proceeding. This application takes about five minutes to complete.

- Once you have a STARS ID, you can access the trainer applications through your professional account.
- The application will time out after 30 minutes and you will lose any work that has not been saved.
- When you click "Next" at the bottom of each page, your work will be saved. You can return to your application the next time you sign in from the "My Record" tab under "In Progress Applications." You can always add more information to completed/saved steps before submitting the application.
- When completing the Professional Development Unit Example, be complete and provide enough detail for the trainer approval board to score each item. Compare your answers to the scoring rubric before submitting.
- Before sending your lesson plan with training notes and hand-outs, make sure to compare your training material to the scoring rubric before submitting. It is acceptable to send PowerPoint slides with training notes.

After you complete the application

You can check the status of your application by signing in and going to the "My Record" tab.

- Be sure to send supporting documents within 90 days, or your application will be denied.
- You will not receive a confirmation of receipt official transcripts. However, you will be notified via email of the final decision once your application and documents are processed in MERIT.
- DEL is subject to state regulations for archiving data, which includes retaining data related to an approval/denial. All educational and supporting documents will be kept according to state records guidelines and intellectual property (training plan and trainer notes) will not be shared.



www.del.wa.gov/requirements/professional/